

3013 - ENGINEERING ASSISTANT I

NATURE OF WORK

Responsible technical, and clerical engineering work on assigned departmental projects.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Produces engineering and survey drawings for Public Works Projects.

Files and updates atlas, maps, and project drawings, specifications, original drawing and blueprint for the Public Works department.

Assists engineers in take off and estimates.

Produces aerials drawings atlas and map for the public.

Provides translating service between Public Works and the public.

Informs public about bench mark when requested.

Provides the public with Atlas information.

Answers telephones, take messages as needed.

Handles complaint calls for Street repairs, Sidewalk repairs, Curb & gutter repairs, Sanitary Sewer stoppages, Storm Water stoppages, Street Light outages.

Updates Control Data in the Storm Water Utility (SWU) system for correct billing cycle.

Drafts plans in computer.

Produces drawing in CADD System.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of surveying, drafting, or building construction practices.

Knowledge of general civil engineering terminology.

Ability to read and interpret blueprints and other engineering drawings.

Some skill in the use of a transit, level, and other surveying equipment.

Ability to prepare simple engineering drawings.

Ability to establish and maintain effective working relations with other employees and the general public.

MINIMUM REQUIREMENTS

One (1) year full-time experience in engineering or architectural drafting, surveying, or inspection. Completion of eight (8) semester hours from an accredited college or university OR 120 hours from an accredited technical or vocational school in above areas may substitute for experience. Partial year may be prorated. Valid Driver's license.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with limited latitude for the use of independent judgment and is subject to review for compliance with divisional and departmental standards and objectives.

SUPERVISION EXERCISED

None.

Rev. 3/99 (minimum req.)